DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 14 SPECIAL ACCOUNTING PROCEDURES
CHAPTERS 1, 2 and 3

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CHAPTER 1   SPECIAL ACCOUNTING PROCEDURES

14.1.1 CHAPTER OVERVIEW

The Prompt Payment, Cash Management Subsystems and API Goals while monitoring and reporting different aspects of the financial systems, are interrelated; accordingly, the subsystems have been consolidated in this discussion, when applicable.

14.1.1.1 PURPOSE OF THE PROMPT PAYMENT SUBSYSTEM

To provide system alerts for those invoices which may be subject to an interest penalty when paid and on invoices where an interest penalty has been incurred. All interest penalties payable must be verified to determine their validity and a manual check for the interest amount must be prepared. Interest charges are incurred and payable whenever payment of the invoice is not made by the 15th day after the due date established.

14.1.1.2 PURPOSE OF THE CASH MANAGEMENT SUBSYSTEM

To provide a system to fulfill the requirements of cash management with the least amount of manual verification and control of payable invoices. Payments will be generated no earlier than four days prior to due date. Due date will be the net terms cited in the contract calculated from receipt date of the invoice or the date of acceptance whichever is later. If an earnable and cost justified discount is involved, the material receipt date or QAR signed date is used, in lieu of acceptance date.

14.1.2 GENERAL INPUT PROCEDURES

14.1.2.1 UNAA20 - FINANCIAL DATA ENTRY MENU

a. GENERAL - To access the Cash Management Prompt Pay Menu (UNAA56) the user must select Function 12 from this screen.

b. SCREEN FORMAT - Figure 14-1 is a sample screen format for the Financial Data Entry Menu (UNAA20).

```
************************************************************************
 UNAA20                   FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY................B MODE XC.......... .. .. .. ..  X
INVOICE DATA ENTRY MENU.............1 TRANSACTIONS FOR OTHERS:
                                        DETAIL RECORD....... .. .. .. 8
MAAPR REQUEST/DELETE DATA ENTRY.....2 MAJOR HEADER AND DELETE .. .. ..9

DISBURSEMENT DATA ENTRY MENU .......3 302 REPORT MENU.. .. .. .. .. ..10

AF C-147 & 1341, SF 1219, DD 1329...4 PROGRESS PAYMENT MENU.. .. .....11
                                      CASH MANAGEMENT/PROMPT PAY MENU.12
AIR FORCE C-146 DATA ENTRY .........5.COST AND FEE HISTORY UPDATE.....13
                                      ACCOUNTING CLASS DATA ENTRY.. ..14
ACCRUED EXPENDITURE DATA ENTRY MENU.6 IBOP TRANSACTIONS...............16
                                      AUTHORIZATION REQUEST MENU......17
CONTRACT PAYMENT & REPORTING MENU ..7 FINANCIAL INQUIRIES MENU.. .. ..18



                             FUNCTION: ###
                           BATCH-ID: ######
  ### ##################################################################

************************************************************************
```

FIGURE-14-1

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 12 to go access the Cash Management Prompt Pay Menu.
BATCH ID	BATCH IDENTITY (6A/N) - Leave blank.

14.1.2.2 UNAA56 – CASH MANAGEMENT PROMPT PAY DATA ENTRY MENU

a. GENERAL - To access the Cash Management Prompt Pay Menu (UNAA56) the user selected Function 12 on screen UNAA20.

b. SCREEN FORMAT - Figure 14-2 is a sample screen format for the Cash Management/Prompt Pay Data Entry Menu .

```
********************************************************************************

UNAA56         CASH MANAGEMENT/PROMPT PAY DATA ENTRY MENU

        BATCH STATUS INQUIRY..............................B
        MODE XC...........................................X
        WFA - DISCOUNT TABLE INPUT........................1

        WFB - SUSPENDED PAYABLE OVERRIDE..................2

        WFC - REQUEST FOR REPORT UYFT21...................3

        WFD - PROMPT PAY PARAMETER TRANSACTION............4

        WFE - INTEREST PAYMENT UPDATE TRANSACTION.........5

        WFF - PROMPT PAY HISTORY FILE DELETE/REVERSAL.....6

        WFG - NEW INVOICE VALIDATION PARAMETER............7

        WFH - PROMPT PAY INTEREST TABLE INPUT.............8

                 FUNCTION:        BATCH-ID:
### #########################################################################

********************************************************************************
```

FIGURE-14-2

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 1 to go access the Discount Table Input.
BATCH ID	BATCH IDENTITY (6A/N) – Enter up to a six position batch Identifier

14.1.2.3 UNAA57 – DISCOUNT TABLE INPUT

a. GENERAL - To access the Discount Table Input (UNAA57) the user must enter Function 1 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-3 is a sample screen format for the Discount Table Input.

```
********************************************************************************
UNAA57       PROMPT PAY/CASH MANAGEMENT DISCOUNT TABLE     BATCH-ID: JS0001
                                                           RECORD NO: 1
 FIC: WFT          FIC-ID: A

 SEQ NO: AA

 RATE:













 DELETE RECORD ?

### ##########################################################################

********************************************************************************
```

FIGURE-14-3

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated WFT.
FIC-ID	System generated A.
SEQ NO:	System generated AA.
RATE:	Enter the current treasury rate.

14.1.2.1.4 UNAA58 - SUSPENDED PAYABLE OVERRIDE

a. GENERAL - To access the Suspended Payable Override (UNAA58) the user must enter Function 2 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-4 is a sample screen format for the Discount Table Input.

```
************************************************************************

UNAA58           SUSPENDED PAYABLE OVERRIDE               BATCH-ID: JOOO4
                                                          RECORD NO: 1
 FIC: WFT       FIC-ID B

 PIIN:        -    -

 SPIIN:

 SHIPMENT NR:              SUFFIX:

 ADPE NR:

 OVERRIDE:

### ##################################################################

************************************************************************
```

FIGURE 14-3

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	system generated WFT
FIC-ID	system generated B
PIIN	
Buying Activity	Must enter, must fill.
Fiscal Year	Must enter, must fill.
TYP/SER/TD	Must enter, must fill.
SPIIN	Enter or skip.
SHIPMENT NR	Must enter, must fill.
SUFFIX	Enter Z if final, else skip.
ADPE NR	Must enter, must fill.
OVERRIDE	Must enter. Enter A-Z for reasons for the override as locally determined.

14.1.2.1.5 UNAA59 - REQUEST FOR REPORT UYFT21

a. GENERAL - To access the Request for Report UYFT21 (UNAA59) the user must enter Function 3 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-5 is a sample screen format for the Request for Report UYFT21.

```
************************************************************************
 UNAA59             REQUEST FOR REPORT UYFT21

 FIC: WFT       FIC-ID: C

 REQUEST DATE:















 DELETE RECORD ?

### ##################################################################

************************************************************************
```

FIGURE 14-5

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	system generated WFT
FIC-ID	System generated C
REQUEST DATE	Enter date for request of Report UYFT21. Payables due on or before requested date.

14.1.2.1.6 UNAA60 - PROMPT PAYMENT PARAMETER TRANSACTION

a. GENERAL - To access the Prompt Pay Parameter Transaction (UNAA60) the user enter Function 4 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-6 is a sample screen format for the Prompt Pay Parameter Transaction.

```
************************************************************************
  UNAA60             PROMPT PAY PARAMETER TRANSACTION

 FIC: WFT        FIC-ID: D

 B CODE:       DUE DATE ALERT:

 ASTERISKS ALERT:

 CANADIAN EXCLUDED:

 WEEKLY:      MONTHLY:       ANNUAL:






 DELETE RECORD?

### ####################################################################

************************************************************************
```

FIGURE 14-6

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated WFT
FIC-ID	System Generated D
B CODE	Number of days an invoice is Coded B prior to appearing on Report WYFT05. Must enter 01-15.
DUE DATE ALERT	Number of days past the due date before appearing on Report UYFT02. Must enter 00-14 (e.g., 00 will cause all to print, 14 will give those due the day prior to interest charges).

DATA ELEMENT	SPECIAL INSTRUCTIONS
ASTERISKS ALERT	Number of days past the due date before printing asterisks on WYFT02. Must enter 10-14 (e.g., 13 would give all those due in the next two days).
CANADIAN EXCLUDED	Enter HCCC if Canadian payments excluded, - put in ****.
WEEKLY	Enter Y on Friday or EOM, else skip.
MONTHLY	Enter Y at EOM, else skip.
ANNUAL	Enter Y at EOM September, else skip.

14.1.2.1.7 UNAA61 - INTEREST PAYMENT UPDATE TRANSACTION

a. GENERAL - To access the Interest Payment Update Transaction (UNAA61) the user enter Function 5 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-7 is a sample screen format for the Interest Payment Update Transaction.

```
*************************************************************************
UNAA61             INTEREST PAYMENT UPDATE TRANSACTION     BATCH-ID: JS0001
                                                           RECORD NO: 1
 FIC: WFT        FIC-ID: E

 PIIN:        -    -                SPIIN:

 SHIPMENT NR:                SUFFIX:

 REASON FOR INTEREST:

 VOUCHER NO:

 CHECK NUMBER:

 CHECK AMT:

 DATE PAID (MMDDYY):


 DELETE RECORD ?

### ##################################################################

*************************************************************************
```

FIGURE 14-7

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated WFT
FIC-ID	System Generated E
PIIN	
Buying Activity	Must enter, must fill.
Fiscal Year	Must enter, must fill.
TYP/SER/TD	Must enter, must fill.
SPIIN	Enter or skip
SHIPMENT NR	Must enter, must fill.
SUFFIX	Enter Z or skip.

DATA ELEMENT	SPECIAL INSTRUCTIONS
REASON FOR INTEREST	Position 30 must be A-J, 31-32 as locally determined.
VOUCHER NR	Must enter, must fill.
CHECK NR	Must enter, left zero.
CHECK AMT	Must enter, left zero.
DATE PAID (MMDDYY)	Enter date, MMDDYY format.

14.1.2.1.8 UNAA62 - PROMPT PAY HISTORY FILE DELETE/REVERSAL

a. GENERAL - To access the Prompt Pay History File Delete/Reversal (UNAA62) the User must enter Function 6 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-8 is a sample screen format for the Prompt Pay History File Delete/Reversal

```
************************************************************************
 UNAA62       PROMPT PAY HISTORY FILE DELETE/REVERSAL       BATCH-ID: JS0001
                                                           RECORD NO: 1
 FIC: WFT          FIC-ID: F

 PIIN:       -    -             SPIIN:

 SHIPMENT NR:              SUFFIX:

 ACTION:

 DATE PAID (MMDDYY):










 DELETE RECORD ?

### ##################################################################

************************************************************************
```

FIGURE 14-8

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated
FIC-ID	System generated F
PIIN	
Buying Activity	Must enter, must fill.
Fiscal Year	Must enter, must fill.
TYP/SER/TD	Must enter, must fill.
SPIIN	Enter or skip.
SHIPMENT NR	Must enter, must fill.
SUFFIX	Enter Z or skip.
ACTION	Enter X to delete interest paid or R to revise interest paid. If R, enter DATE PAID.

DATE PAID (MMDDYY) Enter reversal date MMDDYY.

14.1.2.1.9 UNAA63 - NEW INVOICE VALIDATION PARAMETER

a. GENERAL - To access the New Invoice Validation Parameter (UNAA61) the user enter Function 7 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-9 is a sample screen format for the Interest Payment Update Transaction

```
*************************************************************************
UNAA63             NEW INVOICE VALIDATION PARAMETER

 FIC: WFT      FIC-ID: G

 VARIANCE DAYS:













 DELETE RECORD ?

### ##################################################################

*************************************************************************
```

FIGURE 14-9

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated WFT
FIC-ID	System generated G
VARIANCE DAYS	Must enter number of days prior to current date that an invoice would normally be entered. Used to validate invoices received.

14.1.2.1.10 UNAA64 - PROMPT PAY INTEREST TABLE

a. GENERAL - To access the New Invoice Validation Parameter (UNAA61) the user enter Function 8 and a Batch ID on screen UNAA56.

b. SCREEN FORMAT - Figure 14-10 is a sample screen format for the Interest Payment Update Transaction

```
*************************************************************************
UNAA64             PROMPT PAY INTEREST TABLE               BATCH-ID: JS0001
                                                           RECORD NO: 1
 FIC: WFT       FIC-ID: H

 SEQUENCE NR: AA

 PERCENTAGE:










 DELETE RECORD ?



*************************************************************************
```

FIGURE 14-10

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	System generated WFT
FIC-ID	System generated H
SEQUENCE NR	System Generated AA.
PERCENTAGE	Enter percentage (e.g., 15.5%=155000).

14.1.3 OUTPUT PRODUCTS

The WYFT series encompasses both Prompt Payment and Cash Management. Reports WYFT01, 02, 03, 05, 07, 08, 09, 10 are uniquely Prompt Pay; Reports WYFT06 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 30 and 35 are Cash Management; Report WYFT04 is common to both subsystems.

14.1.3.1 PROMPT PAYMENT REPORTS

Prompt Payment reports are designed to provide alerts on all invoices which if not paid, will incur an interest penalty; to provide a list of unpaid invoices where an interest penalty is due, the amount of the penalty to date and weekly and monthly reports of invoices paid with an interest penalty. A brief description of these reports is as follows:

a. A listing will be provided (WYFT02) of all unpaid invoices which are past the due date but the grace period of 15 days has not expired. As a minimum, the report will include:

Contractor name and PIIN/SPIIN
Date received/accepted
Invoice number
ADPE number
Shipment number
Reason code
Invoice amount
Due date
Projected interest

The listing will be provided in TD sequence by due date within the reason code. The amount of interest penalty involved and the reason code status of the invoice will determine actions to be taken to obtain the acceptance/approval or to pay the invoice within the grace period.

b. Two listings will be provided in TD sequence within the reason code for all invoices which have exceeded the grace period. In addition to the data elements on the previously cited listing, excluding projected interest, these listings will compute the interest owed to date and the daily interest charge for each day the invoice remains unpaid. The following actions should be taken when the listings are received:

(1) For all invoices Coded other than F (WYFT03), take the necessary action to pay the G Coded invoices and make the remaining invoices payable. The interest owed to date and the daily interest charge should be taken into consideration when determining the need to process manual/manual payments.

(2) For each entry Coded F (WYFT10) and for each manual/manual payment (G Coded on UYFT03) made, verify the validity of the interest penalty. Among the items to review or actions to take are:

(a) Due Date - Determine if the due date is in error or if the grace period has expired. Due date is based on invoice receipt date or the acceptance date of material, whichever is later.

(b) Reason for late payment - Verify the reason why the payment was delayed. If the delay was caused by the contractor and payment was made within the grace period after the correction or clarification was received the interest penalty does not apply.

(c) A manual check must be prepared for each valid interest penalty. Interest penalties will be paid from the DLA Operation and Maintenance (O&M) Funds, Account Code, P912, Object Class 43. When interest penalties are made for payments against FMS.

(d) Each entry should be annotated with the actions taken.

(e) Weekly and monthly reports will be generated on all interest payments made. These reports will be used for reports to OMB.

c. The information on interest penalties owed will be retained on an Interest Historical File where remarks can be added to include the date the interest check was prepared or reasons why the penalty was not payable. The reasons for late payments will be entered by using an alpha character to represent a reason for late payment. Up to three remarks, AAA, can be used. Manual entry can be made to this field to include interest penalties paid on O&M invoices. This file will be used for reference purposes and should include remarks why the payment was late. Data can be extracted from this report to satisfy all reporting requirements to OMB.

14.1.3.1.1 WYFT01 - NEW INVOICE VALIDATION

DATA SUMMARY

PURPOSE:	The new invoice preliminary validation will provide an alert to the Finance Office whenever a new invoice is input which fails to meet certain criteria related to a contract provisions, required documentation, special contract clauses and format criteria. The report will be researched daily and corrective action taken the day the listing is generated. The goal of working the report is to be able to return invoices to the contractor within 15 days of receipt. The report will be generated in PIIN/SPIIN sequence by Reason Codes A, B, C, I, G and Uncoded. The listing will only have invoices input in the previous day's cycle.
FREQUENCY/RETENTION:	Daily - N/A
SEQUENCE:	TD order by reason code or TD order by locator code by reason code for those DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.
ADDITIONAL INFORMATION:	On a daily basis, each invoice appearing on the listing will be pulled from the day's input and reviewed. Actions to be taken as a result of the error messages printed are as follows:

ERROR MESSAGES:

a. SPIIN FIELD INVALID - Ninth position of PIIN is an A, D, G or H and a SPIIN or order/call number is missing. If the invoice does not cite a SPIIN, remove invoice from the system and return the invoice to the contractor requesting additional information, correction and resubmission of the invoice.

b. POTENTIAL RECEIVED DATE ERROR - The invoice receipt date exceeds the current date by more than *5 days. (*This date is controlled by a parameter card. Other timeframes can be established by the individual DCMD.) This message serves as an alert that the invoice has been reentered with an old date. All reentered invoices must be reviewed to determine the validity of the invoice being reentered. If the reenter action was incorrect, remove invoice from the system and return it to the contractor with appropriate explanation.

c. INVALID SHIPMENT NUMBER - Invoice was entered with a shipment number other than a configuration of three alphas and four numerics. If invoice was entered incorrectly, remove invoice from the system and reenter with correct shipment number. If the shipment number cited on the invoice is in error, remove invoice from the system and return it to the contractor for correction.

d. EOS REQUIRED - Evidence of Shipment is required per the contract provisions, but no documentation code was entered to indicate required EOS was attached. Review invoice and all attached documentation. If the appropriate EOS is attached and the invoice is Coded G, reenter the invoice with the documentation Code E. If the invoice is Coded other than G, enter the Code E using the invoice correction transaction. If EOS is not attached, pull the contract to ensure that the clause applies. Return the invoice to the contractor requesting the invoice be resubmitted with the required documentation. If the EOS does not apply, the provisioning file must be corrected. If the invoice is coded G, it should be reentered for possible API.

e. AWAITING HARD COPY - Contract provisioning file indicates that the hard copy document for a MILSCAP Abstract has not been received and processed. Action must immediately be taken to secure a copy of the document from the issuing office or the Administration Office. The invoice should remain in the system. If the hard copy has been received, the provisioning file must be updated and the invoice is reentered for possible API if Coded G.

f. GMSW APPROVAL REQUIRED/MSS APPROVAL REQUIRED - This message will only appear on invoices with a final shipment indicator other than a first and final. Verification of receipt of Transportation Officer's certification for excess charges must be made. If no certification is found, contact must be made with the T.O. to expedite processing.

g. INVALID SPECIAL DATE - This message is generated whenever an X or Y is input in the special code field (Invoice input) and either the date is not formatted in the sequence YYMMDD or when the Y is entered and the date entered is greater than the date received. This would occur when a discount due date is entered and is prior to the receipt of the invoice. All improperly formatted dates must be corrected. The invoice must be reviewed to verify the discount due date. Corrections must be made to all input errors. Any discounts with due dates prior to invoice receipt date will be disregarded and the invoice handled as net.

h. TRANS CHARGES NOT AUTH - Invoice was entered with a P or a T in the Document Support Field, however the provisioning file does not indicate that transportation charges are authorized. If the invoice was incorrectly entered, the invoice should be removed from the system and entered correctly. If the invoice was input correctly the contract should be reviewed to determine if the contract is authorized transportation charges. If authorized, the provisioning file should be updated and the invoice reentered to allow an API payment. If not authorized the invoice should be annotated in order to eliminate any further research to determine if transportation charges are payable.

i. TRANS OFFICER APPROVAL REQD - Message indicates that the invoice was entered with a transportation amount in excess of $100.00. Invoice should be reviewed to determine if Transportation Officer's certification is attached. Invoice should be annotated to eliminate the need for further research.

j. APPROVAL REQUIRED - Message will appear when provisioning file indicates certification of ACO, PCO etc., is required, but the invoice was entered without the certification field (invoice input) filled. The following actions should be taken:

(1) Determine if the invoice contains certification but was not entered. Invoice should be reentered correctly.

(2) No certification is on the invoice. Contract should be reviewed to determine if the contract requires certification.

(a) If no certification is required, the provisioning file should be corrected and the invoice reentered.

(b) If certification is required, the invoice should be removed from the system and returned to the contractor requesting the appropriate certification and resubmission of the invoice.

k. NO CONTRACT MASTER - The PIIN/SPIIN entered on the invoice does not match an entry on the contract file. The following actions should be taken:

(1) Review the invoice for input errors. If input error, remove invoice from the system and reenter correctly.

(2) If no input errors, take action to verify that the DCMD is the paying office by contacting the ACO or PCO. If there is an indication that the DCMD is not the payment office return the invoice to the contractor.

l. FAAPS REQUIRED - Provisioning file indicates that First Article Approval has not been received.

(1) Verify that the First Article clause applies and there is no indication that acceptance has been received.

(2) If FA is not applicable, take action to correct provisioning file.

(3) If invoice is coded G, reenter invoice after Data Base is corrected to allow for possible API.

(4) If FA applies or if the invoice is for the First Article and acceptance not received, return invoice to the contractor indicating that there is no evidence of First Article acceptance.

m. EPA APPLIES - Invoice has been entered for the final shipment on the contract and the Economic Price Adjustment Clause has been entered in the provisioning file.

(1) Verify that EPA applies. If it does not apply, correct the provisioning file and reenter invoice if G Coded for possible API.

(2) If EPA is applicable and the required certification per the contract is not present, return invoice to the contractor requesting invoice be resubmitted with required certification.

n. PATENT RIGHTS APPLY - Invoice received is for the final shipment on the contract and the provisioning file includes Patent Rights clauses.

(1) If after reviewing contract, Patent Rights do not apply, take action to correct provisioning file. If invoice is Coded G remove invoice from system and reenter after corrections are made to allow for possible API.

(2) If Patent Rights apply and there is no indication that the required patent rights submission has been received, return invoice to the contractor requesting resubmission of the invoice with appropriate documentation.

14.1.3.1.2 WYFT02 - POTENTIAL INTEREST PAYMENT XX DAY ALERT

DATA SUMMARY

PURPOSE:	This report will list all invoices which are unpaid and past the established due date. The report will be generated as locally determined to list invoices from one day to 15 days past the due date. Asterisks will be printed for each invoice within a given number of days left in the grace period. An example: For one DCMD the report can list all invoices past the due date and asterisks would appear for each invoice with three days remaining in the grace period. These parameters are entered using Job WYFTDE00 and FIC Identifier D. The projected interest amount is the amount of interest due on the 16th day past the due date if the invoice is not paid.
DATA ELEMENTS:	Contractor Name and PIIN/SPIIN Date Received (RCVD) Accepted Invoice Number ADPE Number Shipment Number Reason Code (RSN CD) Invoice Amount Due Date Projected Interest Due Next X Days
FREQUENCY/RETENTION:	Daily - N/A
SEQUENCE:	Terminal order by Reason Code in Due Date Sequence or TD Order within Locator Code by Reason Code in Due Date Sequence for those DCMDs operating under the cellular concept.

14.1.3.1.3 WYFT03 - INTEREST DUE REPORT

DATA SUMMARY

PURPOSE:	Report will list all unpaid invoices which are 16 or more days past the established due date. The interest to date is the amount of interest penalty due the day the listing is generated. The interest amount is increased by the daily rate for each day the invoice remains unpaid.
FREQUENCY/RETENTION:	Daily - N/A
SEQUENCE:	Terminal Digit Order by Reason Dode or TD Order by Locator Code by Reason Code for DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.

14.1.3.1.4 WYFT05 - INVOICES AWAITING DESTINATION DD FORM 250 UNMATCHED TO DARTS OVER XX DAYS

DATA SUMMARY

PURPOSE:	Reports lists all B Coded invoices without a corresponding match on DARTS. This condition can indicate that the shipped copy of the DD Form 250 has not been received and/or processed or the invoice has been previously paid.
FREQUENCY/RETENTION:	Daily - N/A
SEQUENCE:	Terminal Digit Order and TD Order by Locator Code for DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.

14.1.3.1.5 WYFT07 - WEEKLY INTEREST PAID

DATA SUMMARY

PURPOSE:	Report will be generated on each Friday based on the input from WYFTDE00, FIC Identifier E. All data elements appearing on this report will be entered via the Four-Phase job.
FREQUENCY/RETENTION:	Weekly (Friday) - N/A
SEQUENCE:	Terminal digit sequence.
PAGE BREAK:	Full Page.
ADDITIONAL INFORMATION:	Ten reasons for the late payment have been established by OMB and will be used for reporting purposes. Reason codes to be entered and the applicable definition of each code follows.

CODE	REASON
A	Contract, including amendments, not available in paying office.
B	Receiving documentation delay by receiving activity.
C	Delay to obtain required certification of invoice.
D	Delayed by paying office (documentation complete, but payment delayed).
E	Military exercises in progress.
F	Discount taken in error.
G	Failed to notify vendor of defective invoice within 15 days.
H	Automated system processing delay (machine down, cannot process receiving reports).
I	U.S. Postal Service delays.
J	All other (Note: Exact reason should be reported at installation level, but put in all other category when reported to higher levels).

Reason Codes K-Z may be locally used and defined to further explain Code J. Late payments will be reported to OMB under one of the ten categories. Up to three reason codes can be entered to explain why the payment was late and/or interest penalty incurred.

14.1.3.1.6 WYFT08 - MONTHLY INTEREST PAID

DATA SUMMARY

PURPOSE: Report will list all interest penalties paid during the month. Information is generated based on data entered via KSP Job name WYFTDE00, FIC Identifier E.

FREQUENCY/RETENTION: Monthly - N/A

SEQUENCE: Terminal digit sequence.

PAGE BREAK: Full Page.

14.1.3.1.7 WYFT09 - PROMPT PAY ANNUAL INTEREST ROLLUP

DATA SUMMARY

PURPOSE: Report is generated to meet the reporting requirements to OMB for all payments made late, the amount of interest penalty paid and the reasons why the payments were late. Report will be the totals of each UYFT08 (Monthly Interest Paid) Report generated during the year.

FREQUENCY/RETENTION: Yearly

SEQUENCE: Totals only.

PAGE BREAK: Full Page.

14.1.3.1.8 WYFT10 - INTEREST DUE REPORT

DATA SUMMARY

PURPOSE: Report will list all paid invoices which are 16 or more days past the established due date. The interest to date is the amount of interest penalty due the day the listing is generated.

FREQUENCY/RETENTION: Daily - N/A

SEQUENCE: Terminal Digit Order by Reason Code or TD Order by Locator Code by Reason Code for DCMDs operating under the cellular concept.

PAGE BREAK: Full Page.

14.1.3.2 CASH MANAGEMENT REPORTS

The basis of this processing is to interrupt disbursement processing to meet the criteria of Cash Management without significantly altering the current MOCAS cycle.

a. The following transactions will be passed to normal processing without manipulation by cash management criteria:

Obligations
Progress Payments
Advance Payments
Disbursements Adjustments
All cost/fee vouchers

b. The disbursement transactions will be matched to the Overage Payable File, Invoice Master, Provision File and Cash Management Rate table for determination of due date. The due date will be based upon the Invoice Receive Date or Material Acceptance Date, whichever is later. The transactions will then be accumulated on a suspended payable file awaiting payment. At this time a G Coded invoice transaction with two asterisks or AP and two asterisks in the MOD No./Multipurpose field of the Invoice Master will be generated to the Invoice Transaction File to indicate a suspended payable.

c. When the payment date is reached (due date less four calendar days) or an override transaction is input for early payment of a suspended payable, the suspended payables will be released to the CLR transaction file if there are CLR funds available.

d. An override transaction will update the suspended payable file for monthly accumulation of the payments paid five days or more before the due date.

e. The following provisions, if entered after an automatic payment is suspended, will not reject the disbursement. The payment will remain as an automatic and will release when the payment is due:

Discount Refused
Credit Memos
Awaiting Hard Copy

f. Contract Payment Notices will be generated for all automatic and manual payments. These will be created on File UYFC324, replacing the file produced by UYFC322 in Job UYFCDD05.

g. Disbursement transactions with a blank or unmatched shipment number are not controlled and are processed through for payment. Manual Disbursement transactions unmatched to invoices are not controlled and are processed through for payment (Invoice Codes E, F, K and L are not considered).

h. Duplicate manual disbursement transaction by PIIN/SPIIN/Shipment Number, ACRN and transaction code will be overlaid and only the last disbursement transaction will be processed.

i. Disbursement transaction with a Force Thru Code are processed through for payment.

14.1.3.2.1 WYFT04 - DUE DATE CHANGE REPORT

DATA SUMMARY

PURPOSE: Report is generated daily and will list each suspended payable transaction where the due date has been changed. This listing is needed in order to maintain proper control and filing of all suspended payables by due date.

FREQUENCY/RETENTION: Daily - N/A

SEQUENCE: Terminal digit order or TD order within locator code for DCMDs operating under the cellular concept.

PAGE BREAK: Full Page.

14.1.3.2.2 WYFT06 - TOTAL SUSPENDED PAYABLE INVOICES AND DOLLARS BY SERVICE

DATA SUMMARY

PURPOSE: Report will be generated on an as required basis primarily for reporting requirements to HQ DLA. Totals will be extracted from the number of suspended payables invoices in the system as of the date the report was generated.

FREQUENCY/RETENTION: As Required

SEQUENCE: On total per data element.

PAGE BREAK: Full Page.

14.1.3.2.3 WYFT14 - DISBURSEMENTS NEVER SUSPENDED

DATA SUMMARY

PURPOSE:	The purpose of the report is to list all payments made which paid on invoices that were never suspended. The report includes all Progress Payments, BVNs and all other payments which meet any one of the exclusion conditions processed and any invoice paid with a due date that is within four days or less of the payment date (current date).
FREQUENCY/RETENTION:	Daily - N/A
SEQUENCE:	Terminal Digit sequence or TD sequence by locator code for DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.
ADDITIONAL INFORMATION:	The message/override field will be blank on this report.

14.1.3.2.4 WYFT15 - NEW SUSPENDED PAYABLES - TD SEQUENCE

DATA SUMMARY

PURPOSE:	The purpose of this report is to list all invoices paid on that days cycle either API or manual but will not be released until payment date has been reached. These invoices will appear on the Invoice Master as G** or G**AP depending if the payment was a manual or automatic.
FREQUENCY/RETENTION:	Daily - N/A
SORT SEQUENCE:	Terminal digit sequence or TD sequence by locator code for DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.
ADDITIONAL INFORMATION:	The payment date and message/ fields on this report will be blank.

14.1.3.2.5 WYFT16 - NEW SUSPENDED PAYABLES - DUE DATE SEQUENCE

DATA SUMMARY

PURPOSE: The purpose of this report is to list all invoices paid on that days cycle either API or manual but will not be released until payment date has been reached. These invoices will appear on the Invoice Master as G** or G**AP depending if the payment was a manual or automatic.

FREQUENCY/RETENTION: Daily - N/A

SORT SEQUENCE: Terminal digit sequence by due date or TD sequence by due date with locator code.

PAGE BREAK: Full Page.

ADDITIONAL INFORMATION: The payment date and message/override fields will be blank.

14.1.3.2.6 WYFT17 - REJECTED/DELETED SUSPENDED PAYABLES

DATA SUMMARY

PURPOSE:

a. The purpose of this report is to list those suspended payables which were rejected by the system. In the message/override field an In-The-Clear message will indicate the reason why the payment rejected. Examples for a rejected payment would be NO MATCHING INVOICE MASTER or INSUFFICIENT ULO. Action must be taken daily to determine the reason for the missing invoice master or resolve the problem of insufficient ULO. These disbursement Rejected invoices will be recoded from G** to a G except for those rejected invoices with the error message SUSP PAY C/A. These will reflect the recording action that was input. Each entry on this report must be thoroughly researched to determine the proper action to take. Transactions must be reentered.

b. Rejected invoices will be recoded from G** to a G except for those rejected invoices with the error message SUSP PAY C/A. These will reflect the recording action that was input. Each entry on this report must be thoroughly researched to determine the proper action to take.

FREQUENCY/RETENTION: Daily - N/A

SORT SEQUENCE: Terminal digit sequence to TD sequence within locator code.

PAGE BREAK: Full Page.

TOTALS: Total dollar amount of all invoices - Total Number of Invoices.

ADDITIONAL INFORMATION: The payment date field will be blank on this report.

14.1.3.2.7 WYFT18 - SUSPENDED PAYABLES RELEASED PRIOR TO PAYMENT DATE

DATA SUMMARY

PURPOSE:	The purpose of this report is to list those payments which were released from the suspended payable file on that days cycle by the input of an override transaction prior to the established payment date or by changes to the Contract Provisions. When the override transaction is processed a reason code must also be entered. The reason code will appear in the In-The-Clear message field on the report indicating the reason for its early payment. This information must be accumulated for reporting purpose at yearend to OMB. The override code is entered using KSP JOB NAME WYFTDE00 and FIC Identifier of B. Codes A-Z can be used to identify the reason for the override transaction as locally determined.
FREQUENCY/RETENTION:	Daily - N/A
SORT SEQUENCE:	Terminal Digit sequence or TD sequence within locator code.
PAGE BREAK:	Full Page.
TOTALS:	Total dollar amount of invoices, total number of invoices.

14.1.3.2.8 WYFT19 - DISCOUNTS REFUSED (NOT FAVORABLE)

DATA SUMMARY

PURPOSE:	The purpose of this report is to list automatic payments suspended where a discount was offered and earnable, but was not taken because the discount terms were not favorable. These amounts would be added to the amount of discounts refused from manual payments to compute the total amount of discounts refused for monthly reporting purposes.
FREQUENCY/RETENTION:	Daily - N/A
SORT SEQUENCE:	Terminal Digit or TD sequence within locator code.
PAGE BREAK:	Full Page.
TOTALS:	Total dollar amount of Invoices, Total number of Invoices.
ADDITIONAL INFORMATION:	The payment date field will be blank.

14.1.3.2.9 WYFT20 - CUMULATIVE PAYABLES - DUE DATE SEQUENCE

DATA SUMMARY

PURPOSE:	The purpose of this report is to list all suspended payables in Terminal Digit order by due date on an as required basis. This listing should be used to control and monitor the suspended payable invoices file and to conduct an inventory of suspended payables on hand.
FREQUENCY/RETENTION:	As required.
SORT SEQUENCE:	Terminal Digit sequence in due date sequence or TD sequence by due date within locator code.
PAGE BREAK:	Full Page.
TOTALS:	Total dollar amount of Invoices, Total Number of Invoices.
ADDITIONAL INFORMATION:	The message/override and payment date field will be blank.

14.1.3.2.10 WYFT21 - PAYABLES DUE ON OR BEFORE XXX (CURRENT DATE)

DATA SUMMARY

PURPOSE:	The purpose of this report is to list all suspended payable invoices due on or before the date entered. The date is entered using Four-Phase Job Number, WYFTDE00 and FIC Identifier C. This report can be used to process workload and to conduct an inventory of payables due within the next few days.
FREQUENCY/RETENTION:	As required.
SORT SEQUENCE:	Terminal Digit by Due Date or TD Sequence by Due Date within Locator Code.
PAGE BREAK:	Full Page.
TOTALS:	Total Dollar Amount of Invoices, Total Number of Invoices.
ADDITIONAL INFORMATION:	The payment date and message/override fields will be blank.

14.1.3.2.11 WYFT22 - CUMULATIVE PAYABLES - TD SEQUENCE

DATA SUMMARY

PURPOSE:	The purpose of this report is to list terminal digit order all suspended payable invoices (G** or G**AP) in the system as of the date of the report. This listing can primarily be used for providing status of invoices on inquiries received.
FREQUENCY/RETENTION:	As required.
SORT SEQUENCE:	Terminal Digit Sequence by Locator Code for those DCMDs operating under the cellular concept.
PAGE BREAK:	Full Page.
TOTALS:	Total Dollar Amount of Invoices, Total Number of Invoices.
ADDITIONAL INFORMATION:	The payment date and message/override fields will be blank.

14.1.3.2.12 WYFT23 - CUMULATIVE SUSPENDED PAYABLES RELEASED PRIOR TO PAYMENT DATE

DATA SUMMARY

PURPOSE: The purpose of this report is to list all suspended payments released prior to payment date (early payments). Information on this report is needed for reporting purposes to OMB and will be purged at the end of the fiscal year.

FREQUENCY/RETENTION: Monthly

SORT SEQUENCE: Terminal Digit sequence or TD sequence within locator code.

PAGE BREAK: Full Page.

14.1.3.2.13 WYFT24 - DELETED DISBURSEMENT TRANSACTION

DATA SUMMARY

PURPOSE: The purpose of this report is to list disbursement transactions which were not processed because they duplicated another transaction on PIIN/SPIIN, shipment number, ACRN and transaction code. These transactions must be reprocessed. In the majority of cases the disbursement that was processed would need to be canceled, rewritten and processed again. The data on this report is needed to balance the Contingent Liability Record (CLR). The report will provide totals by Service to aid in balancing the CLR.

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: Terminal Digit sequence or TD sequence within locator code.

PAGE BREAK: Full Page.

TOTALS: Dollar Amount Totals by Service, Total Dollar Amount of Invoices, Total Number of Invoices.

ADDITIONAL INFORMATION: The payment date field will be blank.

14.1.3.2.14 WYFT25 - SUSPENDED MANUAL DISBURSEMENT BY SERVICE

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a total of manually suspended disbursements by Service. These totals are required for CLR balancing purposes.
FREQUENCY/RETENTION:	Daily - N/A
PAGE BREAK:	Full Page.
TOTALS:	Service Totals.

14.1.3.2.15 WYFT26 - CUMULATIVE PAYABLES - CAGE SEQUENCE

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a listing of all suspended payments by contractor CAGE Code. This report is generated for use by Contract Management personnel.
FREQUENCY/RETENTION:	Daily - N/A
SORT SEQUENCE:	Terminal Digit sequence within CAGE Code.
PAGE BREAK:	Full Page.
TOTALS:	Dollar Amount of all invoices for a particular due date, total number of invoices for a particular due date, total dollar amount of all invoices for a particular CAGE, total number of invoices for a particular CAGE.

14.1.3.2.16 WYFT30 - SUSPENDED DISBURSEMENT AND RECOUPMENT REPORT

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of disbursements and recoupments in TD order at the ACRN level for the Voucher Examiner. This listing will be used in conjunction with the updated CLR to determine the remaining funds to be recouped.
FREQUENCY/RETENTION:	Daily - N/A
SORT SEQUENCE:	Terminal Digit Sequence
PAGE BREAK:	Full Page.
TOTALS:	Disbursements and recoupments at both ACRN and Contract Level.
ADDITIONAL INFORMATION:	Report can list all disbursements on the suspense file or be limited to those disbursements with corresponding recoupments.

14.1.3.2.17 WYFT35 - SUSPENSE FILE LISTING

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide to the functional user a printout of the suspended payment file in a readable format. The report can be used in balancing the CLR or to identify the actual amounts in suspense for a particular invoice.
FREQUENCY/RETENTION:	As Required
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page.
TOTALS:	PIIN/SPIIN Level

CHAPTER 2 MILSCAP/EDI CORRECTION PROCESSING

14.2.1 PROCESSING REQUIREMENTS (FALLBACK)

This chapter describes the procedures to be used when editing and updating MILSCAP and EDI contracts or Mods that didn’t pass edits in the batch and where loaded to the Data Entry Database.

14.2.1.1 ONLINE PROCESSING

All the editing and updating of the records entered via the FALLBACK system is accomplished via the online system. The following paragraphs describe what occurs in the online system.

14.2.1.2 CT0001X - CONTRACT MAINTENNCE FALLBACK SYSTEM

a. GENERAL – To correct data that has been loaded to the Data Entry Data Base, the user will sign-on YCD4 library. To release the contracts for screen edits, summary edits and updates, the user will hit ENTER on screen CT0001X.

b. SCREEN FORMAT - Figure 14-11 is a sample screen format for CT0001X.

```
************************************************************************
CT0001X                                                   RGS-CD: C000001








                   CONTRACT MAINTENANCE FALLBACK SYSTEM









                         PRESS ENTER TO CONTINUE


************************************************************************
```

FIGURE 14-11

c. INPUT INSTRUCTIONS - Input instructions for all other functions remain as they are described previously in this manual. To correct MILSCAP and EDI transactions in the FALLBACK system just press enter to get to screen RT9000:

14.2.1.3 RT9000 - FALLBACK SELECTION MENU

a. GENERAL - This menu screen appears after the user selects the FALLBACK option on CT0001. Users may select the type of input to be released, Four- Phase New Contract or Modifications and Corrections, or MILSCAP rejected New Contract or rejected Modifications. Two options are available to the user at this point. If the contract number is known, the user may enter this information in the fields provided on this screen. Otherwise, enter the appropriate function and user identification and depress the ENTER or REL key.

b. SCREEN FORMAT - Figure 14-12 is a sample screen format for RT9000.

```
***********************************************************************
RT9000               FALLBACK SELECTION MENU

                MILSCAP/EDI NEW CONTRACTS.............1
                MILSCAP/EDI MODIFICATIONS.............2
                TERMINATE.......................PA2

                     FUNCTION:          RGS-CD:



           PIIN:
          SPIIN:
     CAO-ORG-CD:



***********************************************************************
```

FIGURE 14-12

c. INPUT INSTRUCTIONS - Data are entered as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Must be 1 or 2.
RGS-CD	READING GROUP SPECIALIST CODE (2A/N) - Enter the appropriate two position user identification number assigned to the user releasing the document. Enter 99 for MILSCAP rejects.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - When releasing a specific contract the user may enter the appropriate contract number. If left blank, screen RT9100 or RT9200 will appear for new contracts and modifications/corrections respectively.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - If a specific document is to be released directly from this menu, enter the appropriate SPIIN.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - Enter the code as entered on the Four-Phase input screen.

14.2.1.4 RT9100 - FALLBACK CONTRACTS LIST BY RGS-CD

a. GENERAL - This screen lists all of the new contracts on the Data Entry Data Base which were loaded from the BATCH Cycle for the CAO-ORG-CD entered on RT9000. When MILSCAP rejects are listed, the RGS-CD will be 98 or 99 until the user releases the document.

b. SCREEN FORMAT - Figure 14-13 is a sample screen format for RT9100.

```
************************************************************************
RT9100          FALL BACK CONTRACTS LIST BY RGS-CD            AS OF:
RGS-CD:                      NEW CONTRACTS                     TIME:

                                          SINGLE               MASS
  PIIN          SPIIN           ORG       UPDATE               UPDATE









************************************************************************
```

FIGURE 14-13

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
SINGLE UPDATE	To release a single contract for screen edits, summary edits and updates, run the cursor to the correct contract and enter an X in this field. Then depress the ENTER key.
MASS UPDATE	Normally an N (No) will be shown in this field. To release all contracts shown for screen edits and summary edits, place a Y in this field and depress the ENTER or REL key. However, if an error is encountered for a contract, the edit/update process will be discontinued for the contract and the next Four-Phase input contracts only.

14.2.1.5 RT9200 – FALLBACK UNVALIDATED CONTRACTS MODS AND CORRECTIONS

a. GENERAL - This screen allows the FALLBACK system to inform the user when an error normally checked on CT0001 for a new contract is encountered. All input and validation is the same for new contract input on CT0001 as described in part 3, chapter 2 of this manual. The only difference is that the user only sees this screen when an error has been found.

b. SCREEN FORMAT - Figure 14-26 is a sample screen format for RT0001.

```
************************************************************************
RT9200                 FALLBACK UNVALIDATED CONTRACTS
 RGS-CD: 99                  MODS AND CORRECTIONS
                                                      SELECT FOR
                  PIIN             SPIIN       ORG    VALIDATION











 *MORE*


************************************************************************
```

FIGURE 14-26

c. INPUT INSTRUCTIONS - See part 3, chapter 2 of this manual for correct input procedures according to Screen CT0001.

14.2.1.6 EDIT PROCESS AND ERROR CORRECTION

a. EDIT PROCESS - Each screen entered during the Batch is edited starting with the Contract Data Record and ending with the line item/schedules encountered. The data must have been entered according to the instructions found in part 3, chapter 2 of this manual unless a difference is recorded in this part. When an error is found, the screen appears with the cursor at the highlighted field in error. Computer Based User Documentation (CBUD) is available at this time. Once all screens have successfully passed screen edits, the same summary edits are checked as in the online system. The same error correction screens will appear when a summary edit error is encountered as described in part 3, chapter 2 of this manual.

b. ERROR CORRECTION - Errors are corrected according to the same procedures as described in part 3, chapter 2 of this manual for New Contract Input. To delete a duplicate record, depress the PA1 key.

14.2.1.7 UPDATE OF HOST DATA BASE

The updates to the main data base files will proceed when all edits have been passed. Screen RT9000 will then reappear informing the user that summary edits have been successfully completed. When no input errors are encountered by the system, the user will get the Summary Edit Completed on RT9000.

CHAPTER 3 EXIT PROCESSING

14.3.1 CHAPTER OVERVIEW

When notices or information must be sent over the Automated Digital Network (AUTODIN), the exit process groups the data by Type of Notice and Activity Address Code. Validation is performed on the Activity Address Code (DoDAAC) to determine if it is valid (in the Master Address File). A Communications Routing Indicator (COMMRI) is extracted from the address record. Lack of a record on the Master Address File (MAF/ADRS) or a COMMRI on the record found will cause the transaction to reject. Instructions are provided in this section for correcting the condition encountered. Reports generated by exit processing are also shown.

14.3.2 EXIT PROCESSING PROCEDURES

14.3.2.1 CONTRACT PAYMENT NOTICES (CPNs)

a. General - The Contract Payment Notice is the means by which each DCMD reports contract payment and collection data to the designated accounting point (the Air Force Accounting and Finance Center for Air Force transactions or the individual funding stations for those Army, Navy and DLA stations participating in CPN reporting). As payments and/or collections are made, a separate CPN will be generated for each contract and accounting classification cited on the voucher. The first two positions of the CPN transaction begin with PV.

b. Validation - In order to transmit the data to the applicable recipient, a table in the CPN program assigns a Department of Defense Activity Address Directorate (DoDAAD) Code based on the funding station cited in the accounting data records on the data base (CPN-RECPNT or CONTR-PAYMT). During exit processing the DoDAAD Code is matched with a Communications Routing Indicator (COMMRI) Code in the Master Address File (MAF/ADRS) and transmitted. Whenever the Master Address Record is not found or a valid COMMRI is not on the record, the transaction will be rejected and reported on Report UNEX050A, Unroutable Data No CRIN on MAF File.

c. Error Correction - For transactions reported on UNEX050A which begin with PV, the following steps should be taken:

(1) Obtain the unroutable PV cards from the Telecommunications Office.

(2) If the PV cards are applicable to an Air Force funding station, data cards should be transmitted to the Air Force Accounting and Finance Center, Denver, CO, by submitting the cards with a completed DD Form 1392, Data Message Form, to the Telecommunications Office. The DD Form 1392 should cite DMEZ in the Content Indicator block and RUVEGAA in the Addressee Routing Indicator block.

(3) If the PV cards are applicable to an Army, Navy or DLA funding station:

(a) Determine the valid DoDAAD Code by obtaining the funding station's ZIP Code from the applicable Service's Accounting Station Address book. The DoDAAD Code can then be determined by researching the DoD 4000.25-D, DoDAAD Code microfiche for that ZIP Code. If the funding station has more than one DoDAAD Code, the TAC Code 4 DoDAAD Code should be used.

(b) Request the Master Address File (MAF) clerk to submit a request for a MAF inquiry for the DoDAAD Code.

(c) Upon receipt of Report UNPA350G, DoDAAC Inquiry, ensure that the DoDAAD Code is valid (UNPA350G is not negative) and that a valid COMMRI Code is stored on the ADRS.

(d) If a COMMRI Code is missing or incorrect, request a valid COMMRI from the Telecommunications Office. Provide this code to the MAF clerk for updating the ADRS for this DoDAAD Code.

(e) If a valid COMMRI Code cannot be obtained from the Telecommunications Office the CPNs must be distributed by mail.

(f) Once the valid codes have been determined, the cards may be transmitted to the applicable funding station by submitting a completed DD Form 1392 to the Telecommunications Center. The DD Form 1392 must cite DMEZ in the Content Indicator block and the valid COMMRI in the Addressee Routing Indicator block.

14.3.2.2 UNROUTABLE CONTRACT COMPLETION NOTICES (CCNs)

a. General - Contract Completion Notices (CCNs) are automatically generated to alert the Purchasing Office of contract close-out information. CCNs are not required for contracts in Contract Condition Closing Group 1 unless requested by the Purchasing Office. These transactions will contain a PK in the first two positions of the transaction reported on Report Number UNEX050A. During initial input of the contract, the system will automatically assign a two position Buying Activity (BA) Code based on the first six positions of the contract number or the first two positions of the call/order number if the call/order contains alpha characters in either the first and/or second positions. However, in order to assign the two position code the Contract Data Input File (CDIS) must have an entry in the appendix N table (record 9) for the Purchasing Office involved. The report which lists this table is UNJM010B, Record Indicator Code 9. Whenever a Buying Activity is not in the CDIS, a ZZ is entered by the user on establishment of the document in the data base. (Note: This report should be identical to the information contained in DAR appendix N. Contract input will also generate the department code from the CDIS table (1 record) when the first two positions of the call/order number contain alphanumerics.)

b. Validation - Exit processing uses the two position Buying Activity Code stored at contract level (PINV File) to route the Contract Completion Notice (CCN) data. This code is matched to the CDIS Buying Activity Table (A record) to determine the Automatic Data Processing (ADP) Point to which the transaction should be routed. When Exit cannot locate a record on the CDIS table to route the CCN, the CCN transaction will be considered unroutable and appear on Report UNEX050A. The DoDAAD Code found on the CDIS table must also be on the Master Address File (MAF/ADRS) with a valid Communications Routing Indicator (COMMRI) to be a routable transaction.

c. Error Correction - When a CCN transaction (PK in the first three positions of transaction image) appears on Report UNEX050A the following steps should be taken to determine the means of transmitting the data:

(1) Request the contract (hard copy) for verification of the Issued By activity and corresponding DoDAAD Code. The data stored on the data base for this contract may be viewed on the online inquiry, Functional Host Data Base, or via a requested abstract, Report UNMD040D (user must enter a request to receive).

(2) Review the Full Abstract Tables Update Report, UNJM010B, for both the Purchasing Office/Buying Activity (record 9) entry and the Buying Activity/ADP Point (record A) entry. If an entry is incorrect (i.e., the two position BA on the 9 record is incorrect) on the CDIS table, request the systems office (OTIS) or MAF clerk, as locally determined, to process an action to correct the CDIS table in error.

(3) Request the Master Address File (MAF) clerk to submit a request for a DoDAAD Inquiry Report, UNPA350G, for the DoDAAD Code on the CDIS A record.

(4) If the DoDAAD Inquiry, Report UNPA350G, arrives indicating that the DoDAAD Code is not in the ADRS, request the MAF clerk to update the ADRS with the DoDAAD Code and associated data (activity name and address, COMMRI Code, etc.).

(5) If a COMMRI Code is missing or incorrect, request a valid COMMRI from the Telecommunications Office. Provide this code to the MAF clerk for updating the ADRS for this DoDAAD Code.

(6) If the system does not locate the Buying Activity Code, it cannot find a matching record on the CDIS A table and therefore, the data will reject. These transactions will also appear on UYCJ07, Rejected PK9, PKX Transactions (see part 16 of this manual.) Corrections should be made to the appropriate CDIS table as described above.

(7) If the transaction has rejected because the data base has a two position Buying Activity Code of ZZ, determine the correct two position Buying Activity from FAR appendix N. Next, the process described from subparagraph (1) above must be followed to correct the condition. In addition, the data base should be corrected to record the proper Buying Activity Code for this contract. (Instructions for correcting a contract are in part 3, chapter 2 of this manual.)

14.3.2.3 UNROUTABLE/MISROUTED SHIPMENT PERFORMANCE NOTICES (SPNs)

a. General - The Finance Office and the Contract Administration Office (CAO) terminal input sections are responsible for receiving and processing shipment/delivery copies of the DD Form 250, Material Inspection and Receiving Report. Once these shipments update the data base, Shipment Performance Notices (SPNs) are generated in the next cycle (same cycle for shipments processed in the batch cycle) for all contracts except Army, Navy, and DLA Fast Pay contracts. SPNs are transmitted via AUTODIN (through the Exit process) to the Purchase Office, Issued By Activity or Project Inventory Managers as designated in the contractual document. SPNs are used by the Purchasing Office, etc., to record increases to their inventory. An SPN can by identified on UNEX050A by PJJ (supply line item) or PJR (service line item) in the first three positions of the transaction's image.

b. Validation

(1) Errors: Once the SPN is generated, the mechanized system will validate the Department of Defense Activity Address Code (DoDAAC) stored in the SPN Recipient field on the line item record or the Issued By field (contract level) if the SPN Recipient field is blank. The DoDAAC extracted from the Host Data Base is then matched to the appropriate table on the Contract Data Input (CDIS) File (A or B table) in order to extract the Automatic Data Processing Point (ADP) for each transaction. Report UNJM010B reflects the data stored on the CDIS File. When a match occurs on the CDIS, ADP Point DoDAAC is then matched to a record on the Master Address File (MAF/ADRS) so that the system may assign the corresponding Communications Routing Indicator (COMMRI) Code to transmit the data via AUTODIN. An invalid DoDAAC or COMMRI will cause the transaction to reject and appear on Report UNEX050A, Unroutable Data No CRIN on MAF File.

(2) Misrouted: Upon completion of Exit processing, some activities may not receive or distribute data transmission due to (a) SPNs containing an invalid COMMRI Code for the type and format of data transmitted (card-to-card, card-to-tape, narrative message, etc.) or (b) pertinent information is missing to properly distribute the data transmission at the receiving activity. As a result, a Service Message will be generated alerting the Telecommunications Office of the problems encountered by the receiver. Misrouted transmissions will require subsequent rerouting and corrective actions to resolve and correct misrouted SPNs.

c. Error Correction - If Report UNEX050A contains SPN transactions (PJ in the first two positions of the transaction image) or if a Service Message is received from the Telecommunications Office, the first step is to validate the SPN Recipient or Issued By if the SPN Recipient is blank stored in the data base to the hard copy contract. The Functional Host Data Base inquiries described in part 2, chapter 2 of this manual may be used to determine what is on the data base (via the online system) or an abstract (UNMD040D) may be requested. The code on the data base should be in accordance with input instructions for contract data found in part 3, chapter 2 of this manual. Also validate that the DoDAAC is reflected on DoD Microfiche 4000.25-D, DoDAAD, which is provided by DLSC. Data are corrected as follows:

(1) In order to distribute the UNROUTABLE SPNs to the proper recipient, the following actions are required:

(a) If the DoDAAC extracted from the data base is incorrect, have the Finance Office correct the code via the correction process described in part 3, chapter 2 of this manual. The SPN data must be forwarded along with a completed DD Form 1392, Data Message Form, to the Telecommunications Office. Ensure that all pertinent information is included to ensure proper delivery at destination. Upon completion of the data transmission, the Telecommunications Office will return one copy of the DD Form 1392. If the data base is corrected, this error will not occur in the future.

(b) When the DoDAAC was correct but the ADP Point extracted from the CDIS table is incorrect, request the system shop (OTIS) or MAF clerk, as locally determined, to correct the appropriate CDIS table so that future transactions will process correctly. Then a DD Form 1392 must be completed and the entire package, forwarded to the Telecommuni-cations Office. Upon completion of the data transmission, the Tele-communications Office will return one copy of the DD Form 1392.

(c) When the DoDAAC was correct but the COMMRI was invalid or missing on the ADRS, the correct COMMRI may be obtained from the Telecommunications Office. The valid code should be forwarded to the MAF clerk so that the ADRS will be correct in the future. Then a DD Form 1392 must be completed and the entire package, forwarded to the Telecommunications Office. Upon completion of the data transmission, the Telecommunications Office will return one copy of the DD Form 1392.

(d) If a valid COMMRI is unavailable, mail the SPN to the proper recipient.

(2) In order to distribute the MISROUTED SPNs to the proper recipient, the following actions are required:

(a) If an alternate COMMRI is available, the Telecommunications Office will reroute the data automatically. The only corrective action is to update the ADRS with the correct COMMRI.

(b) If an alternate COMMRI Code is not available, the SPN data must be distributed to the correct recipient by mail.

(c) When pertinent information (i.e., activity name and address data) are missing or incorrect provide the information to the Telecommunications Office on the Service Message. The SPN will be rerouted once this information is provided. Provide the correct information to the MAF clerk so that the ADRS will be correct for future transactions.

14.3.2.4 UNROUTABLE/MISROUTED REQUESTS FOR DESTINATION ACCEPTANCES

a. General - The Finance Office and the Contract Administration Office (CAO) terminal input sections are responsible for receiving and processing DD Form 250, Material Inspection and Receiving Reports, used as the shipment/delivery document. For contract line items requiring destination acceptance, updating of the shipment on the data base will cause a destination acceptance alert to be generated. The alert is sent to consignees based upon the Ship To DoDAAC on the schedule record in the data base. An undefinitized Ship To on the data base will reject the alert which will be reported on UNMC300A, PK5 Records With Non-DoD Ship To Code, and are considered unroutable by Exit processing.

b. Validation

(1) For Army, Navy and DLA contracts, the acceptance alert is generated with a PK5 in the first three positions of the transaction image. These records are automatically transmitted via the Automated Digital Network (AUTODIN) to the Defense Automatic Addressing Systems Office (DAASO) for subsequent rerouting. DAASOs system is designed to validate the information contained in the Ship To field with the DoDAAD Master File to locate the Communications Routing Indicator (COMMRI) Code. Once the DoDAAC matches to the COMMRI Code, the alert is transmitted to the recipient automatically. For those alerts which reject for erroneous or invalid Ship To Codes or a COMMRI Code is unavailable, DAASO will transmit the alert (PK5) data back to the district as unroutable.

(2) Alerts (PK5s) transmitted to Air Force recipients will be in narrative message format (TWX). The Ship To DoDAAD Code in the alert will be matched to the DoDAAD Code in the Master Address File (MAF/ADRS) to obtain the applicable COMMRI Code to transmit the data to the proper recipient. Alerts which contain an erroneous or invalid Ship To Code or the COMMRI Code is missing or invalid will appear on Report UNEX050A, Unroutable Data No CRIN on MAF, with a PK5 appearing in positions 1 through 3 of the transaction image.

(3) Upon completion of Exit processing, some activities may not receive or distribute data transmissions due to problems encountered at the receiving activity. As a result, a Service Message alerting the Telecommunications Office of the problem(s) encountered by the recipient will be generated. The COMMRI Code, type of communication media an activity can receive, and complete name and address and office symbol (if applicable) determine whether or not the transmission is received and properly distributed by the address or ADP communication center.

c. Error Correction - The following procedures are provided to resolve unroutable/misrouted data transmission and to establish the required corrective action to preclude subsequent unroutable alerts:

(1) If Report UNEX050A contains any transactions with a PK5 in the first three positions of the transaction image or if a Service Message is received from the Telecommunications Office, first verify that all codes are received and reflect the same information as the message. (Note: For Air Force contracts, unroutable Air Force TWXs will appear on Report UNEX050A.)

(a) Verify the rejected Ship To DoDAAD Code with block 13 on the DD Form 250. For those DD Forms 250 maintained at the CAO terminal, contact the terminal operator for verbal verification.

(b) Verify the rejected Ship To DoDAAD Code with the Ship To Code contained in the contract, modification or amended shipping instructions.

(c) If it is determined that the Ship To Code was input in error, the shipment document must be deleted and reinput by the applicable CAO. This action will allow the recreation of a new alert to process through Exit processing and transmit automatically.

(d) If it is determined that the Ship To Code represents a contractor facility (no physical movement of supplies), the unroutable alert must be researched to obtain the authorized Government representative signature. Alerts reflecting a contractor's facility code or which are zero filled in the Ship To Code will not transmit automatically.

(e) If the DD Form 250, contractual document and alert reflect the same DoDAAD Code, determine if the code is still valid using the DoD Activity Directory, Microfiche 4000.25-D.

(f) If the code is not DoD Microfiche 4000.25-D (is invalid), the transaction must be researched to determine a valid Ship To Code and corrective action taken as described above.

(g) If the code is valid, verify that the code also appears in the Master Address File (MAF/ADRS) by requesting a DoDAAC Inquiry, Report UNPA350G, from the MAF clerk. Upon receipt of this report, verify that a valid seven position COMMRI Code is assigned to the DoDAAD Code. COMMRI Codes are used to identify the recipient of data being transmitted and the format of the date (i.e., cards, magnetic tape or narrative message) that the activity can receive. Valid COMMRI Codes may be obtained from the Telecommunications Office. (Note: If a COMMRI Code is unavailable, the activity cannot receive data via AUTODIN; therefore, the alert (PK5) data or message must be mailed to the proper recipient.)

(h) If the DoDAAD Code, COMMRI Code and/or other pertinent information are not in the ADRS, request corrections be processed by the MAF clerk to preclude further reoccurrence of unroutable/misrouted data for these activities.

(2) If the alert is going to an overseas destination that can not receive AUTODIN traffic, manual requests for acceptance will be mailed directly to the overseas consignee in the contract. If the contract does not provide adequate address information for the overseas consignee or if the overseas consignee has failed to adequately respond to the manual followups, request assistance from the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO).

(3) The above steps will resolve unroutable transmissions and allow the transactions to transmit automatically as long as the shipment information is deleted and reinput with the correct and valid data.

(4) In order to distribute the misrouted alerts to the proper recipient the following actions are required:

(a) If an alternate COMMRI is available, the Telecommunications Office will reroute the data automatically. The only corrective action is to update the ADRS with the correct COMMRI.

(b) If an alternate COMMRI Code is not available, the data/TWX must be distributed to the correct recipient by mail.

(c) When pertinent information (i.e., activity name and address data) were missing or incorrect, provide the information to the Telecommunications Office on the Service Message. The PK5 will be rerouted once this information is provided. Provide the correct information to the MAF clerk so that the ADRS will be updated for future transactions.

14.3.2.5 UNROUTABLE REVERSE ABSTRACT TRANSACTIONS

a. General - Reverse Abstract transactions (P-A through P-H) are automatically generated to alert Purchasing Offices of the processing of a new abstract or a modification or correction to an existing contract.

b. Validation - Exit processing uses the Issued By recorded from the contract or modification in order to route the Reverse Abstract data. This code is matched to the CDIS Buying Activity Table (A record) to determine the Automatic Data Processing (ADP) Point to which the transaction should be routed. When Exit cannot locate a record on the CDIS to route the Reverse Abstract, the Transaction will be considered unroutable and appear on Report UNEX050A. The DoDAAC found on the CDIS A record must also be on the Master Address File (MAF/ADRS) with a valid Communications Routing Indicator (COMMRI) to be a routable transaction.

c. Error Correction - When a Reverse Abstract transaction (P-A to P-H in first three positions of the transaction image) appears on Report UNEX050A the following steps should be taken to determine the means of transmitting the data.

(1) Request the contract (hard copy) for verification of the Issued By activity and corresponding DoDAAD Code. The data stored on the data base for this contract may be viewed on the online inquiry, Functional Host Data Base, or via a requested abstract, Report UNMD040D (user must enter a request to receive).

(2) Review the Full Abstract Tables Update Report, UNJM010B, for the Buying Activity/ADP Point (record A) entry. If an entry is incorrect on the CDIS table, request the systems office (OTIS) or MAF clerk, as locally determined, process an action to correct the CDIS table in error.

(3) Request the Master Address File (MAF) clerk to submit a request for a DoDAAD Inquiry Report, UNPA350G, for the DodAAD Code on the CDIS A record.

(4) If the DoDAAD Inquiry, Report UNPA350G, arrives indicating that the DoDAAD Code is not in the ADRS, request the MAF clerk update the ADRS with DoDAAD Code and associated data (activity name and address, COMMRI Code, etc.).

(5) If a COMMRI Code is missing or incorrect, request a valid COMMRI from the Telecommunications Office. Provide this code to the MAF clerk for updating the ADRS for this DoDAAD Code.

14.3.3 OUTPUT PRODUCTS

Certain reports are generated from Exit processing. These reports are described in full detail in part 16 of this manual. General information on each report is provided below.

14.3.3.1 UNEX050A - UNROUTABLE DATA NO CRIN ON MAF FILE

DATA SUMMARY

PURPOSE:	To provide a comprehensive listing of all actions which were to be reported to a MILSCAP activity but were unroutable because the Activity Address Code (AAC) to which they were to be routed was not on the Master Address File (MAF/ADRS) or COMMRI Code was not correct or missing. Data are reported in 80 column images of the transaction.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Activity Address Code/MILSCAP Document Identifier Code
PAGE BREAKS:	Activity Address Code/MILSCAP Document Identifier Code

14.3.3.2 UNEX050C - STATISTICAL REPORT

DATA SUMMARY

PURPOSE:	This report summarizes statistics on the number of transactions processed by Exit. These are transactions being sent to other activities by the DCMD.
SOURCE OF DATA:	Data Base Files indicated on page one of report.
TYPE/MEDIUM:	Output Report - Standard Output Paper
FREQUENCY/RETENTION:	Daily - As Locally Determined.
SORT SEQUENCE:	Section Beginning on page two - Activity Address Code/Format (Document) Identifier Code.
PAGE BREAKS:	Page one contains file input statistics and totals. Section beginning on page two breaks after twenty-four lines.
TOTALS:	Totals of the number of records read into the Exit process, number of records rejected, number of records transmitted, total output records, number of batches rejected and number of batches accepted are provided.

14.3.3.3 UNEX050F - LISTING OF AIR FORCES FOLLOWUP TWX REPORT

DATA SUMMARY

PURPOSE:	This report lists all the Air Force destination acceptance alerts (PK5, TWXs) processed. These are transactions being sent to Air Force activities by the DCMD.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Output Paper
FREQUENCY/RETENTION:	Daily - As Locally Determined
SORT SEQUENCE:	Activity Address Code (DoDAAC)/Contract Line Item Number
PAGE BREAKS:	As page becomes full.